



CHARLESTON RESEARCH INSTITUTE POSITION #2012-041

Title: Study Coordinator/Research Fellow

Location: Charleston, SC

Classification: Regular Full-Time (30 hours/week-8:00 am-2:30 pm)

Salary: Minimum Wage

Duties:

- Data collection and transmission/correspondence
- Patient recruitment and scheduling
- Coordinate study assessments
- Responsible for monitoring subject flow
- Prepare clearly written technical and analytical reports as required by Principal Investigator
- Attend training and in-services sessions
- Assist the Principal Investigator with various administrative tasks
- Perform other related duties as assigned
- Prepare protocol and regulatory forms for submission to IRB and R&D review committees
- Recruitment activities including participation in development of recruitment plans/strategies, discussing protocol with patients and VA staff and screening potential participants for eligibility using study specific inclusion/exclusion criteria
- Conduct informed consent process with PI approval
- Collect medical histories, vital signs, ECG's, POC testing, etc.
- Maintain study/patient files
- Review medication regimen and compliance
- Provide patient/family study related education
- Complete CRFs, progress notes and /or data entry
- Complete data edits and queries
- Retrieve information to document events and endpoints
- Assist research pharmacist with drug accountability and ordering and uses automated drug assignment systems as required
- Arrange for the collection of laboratory specimens. Processes and/or ships specimens to local and centralized laboratories.

Supervision:

- Reports directly to Principal Investigator

Qualifications and Hiring Criteria:

Level of Education: M.D.

Experience:

- Strong clinical background (previous medical training or education)

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- Clear understanding of the research process acquired through both practical and academic experience
- Demonstrate quantitative/qualitative analysis skills
- Excellent attention to detail
- Strong ability to work independently
- Ability to develop and maintain positive relationships with supervisors, colleagues and clients both internal and external
- Ability to effectively utilize Microsoft Office Software and other various research affiliated software programs
- Excellent written and oral communication skills
- Ability to maintain confidentiality
- Ability to remain punctual at all times

Company Information: The sole purpose of Charleston Research Institute is to advance the research mission of the Department of Veterans Affairs, and specifically the Ralph H. Johnson VA Medical Center, Charleston, South Carolina through the support of research-related activities.

Fax signed and completed application with the position number to:
Charleston Research Institute
Attn: Executive Director
(843) 277-2285

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